

**Date:** January 17, 2008

**To:** Pacific Gateway Workforce Investment Network Staff  
WIN Sub-Recipients

**From:** Bryan S. Rogers  
WIB Executive Director

**Subject:** **INFORMATION BULLETIN: IB08-17**  
**WIA YOUTH SUB-RECIPIENT INVOICING ADDENDUM**

**EFFECTIVE DATE**

This bulletin is effective upon date of issue.

**PURPOSE**

This bulletin serves as an addendum to Information Bulletin IB08-10 (Invoicing) and applies to invoices submitted for January 2008 activities forward.

**WIA YOUTH SUB-RECIPIENT INVOICING**

Based upon additional analysis, benchmarking and feedback from WIA sub-recipients, invoicing procedures have been re-evaluated in an effort to reduce paperwork while maintaining fiscal assurances. Beginning January 2008, WIA Youth sub-recipients are no longer required to submit supporting documentation with invoices for expenses in the cost categories of payroll (salary and fringe benefits) and operating expenses (general costs & occupancy/rent). Sub-recipients are cautioned that they must continue to maintain necessary (refer to IB08-10 Invoicing) records internally, and are expected to provide evidence of these records upon request and through program and fiscal monitoring sessions. This change does not affect the requirement of submitting supporting documentation for all other Program Costs, Stipends and Incentive reimbursements as stated in IB08-10.

**REFERENCES**

U.S. Department of Labor, Employment and Training Administration, 20 CFR Part 652 et. al., Workforce Investment Act Final Rules  
Employment Development Department Directive, WIAD03-10 Allowable Costs, 04/09/2007  
Policy Memorandum WDB-20 WIA Youth Incentives  
Information Bulletin IB08-10 Invoicing

**ADDITIONAL INFORMATION**

For questions and additional information, please contact Gary Flaxman, WiN Operations Officer at 562-570-3732.

